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ZNR UUUUU
R 031300Z JUL 06 ZYB
FM DFAS-INDIANAPOLIS, IN/PTAA//

TO AIG 4579

CDR USASSI FT JACKSON SC/ATSG-FSR-ARS
BT

UNCLAS

MSGID/GENADMIN/DFAS-IN-PTAA//

SUBJ/CLARIFICATION OF DTS RECEIPT REQUIREMENTS (TTM 06-12)

REF A. DODFMR, VOL 9 CHAPTER 02, PARA. 020402.A

1. THIS MESSAGE IS TO CLARIFY THE REQUIREMENT TO ATTACH RECEIPTS IN THE DEFENSE TRAVEL SYSTEM (DTS), AND STRESS THAT RECEIPTS ARE REQUIRED TO BE ATTACHED, EVEN IF THE EXPENSE IS SHOWN IN THE CONTRACTED COMMERCIAL TRAVEL OFFICE (CTO) OR ELECTRONIC ACCOUNT GOVERNMENT LEDGER SYSTEM (EAGLS).

ATTACH THE FOLLOWING TO THE DTS VOUCHER:

A. RECEIPTS FOR ALL HOTEL CHARGES REGARDLESS OF COST, MUST BE ATTACHED.

B. ALL OTHER RECEIPTS \$75.00 OR MORE MUST BE ATTACHED.

C. A TRAVEL ITINERARY IS NOT AN INVOICE AND IS NOT AN ACCEPTABLE RECEIPT TO ESTABLISH REIMBURSEMENT.

2. SCANNING OF ALL NECESSARY RECEIPTS AND DOCUMENTS WILL ENSURE THE AUTHORIZING OFFICIAL (AO) HAS ALL SUBSTANTIATING DOCUMENTATION TO APPROVE AN ACCURATE TRAVEL VOUCHER.

3. FOLLOWING THESE STEPS, WILL HELP THE PROCESS OF PAYING THE TRAVELER IN A TIMELY ACCURATE MANNER AND WILL ENSURE A NECESSARY AUDIT TRAIL.

4. POINT OF CONTACT FOR THIS MESSAGE IS TRAVEL PROCEDURES, 317-510-1049/5090/5094/5372.

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